From:	Shyu, Maggy
To:	Ragon, Derek
Cc:	Nelson, Thomas
Subject:	RE: Incident mailboxes
Date:	Friday, August 25, 2017 10:27:32 AM
Attachments:	image002.gif

Derek:

Yes, I can coordinate to create shared mailbox only with the names of Primary Owner. Later on, we can assist you to plug all of the rest information.

I assume all of the shared mailboxes that will be used for SF, so, you can only answer questions #1, 2, 6, & 7 for each shared mailbox you want to create.

Yes the shared mailbox function in Outlook is different from Lotus Notes. The shared mailbox function is very similar to your own individual email, only add to can be managed by multiple peoples.

If you still need to meet with me, I telework today, you can reach me at 469-286-7926,

Thank you.

Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 10:20 AM
To: Shyu, Maggy
Cc: Nelson, Thomas
Subject: RE: Incident mailboxes

Maggy,

Thanks. If we are activated, we will likely need to set up several of these, similar to past hurricane responses. It will not be possible to identify all the possible users until such time as they deploy. That will also be pretty fluid. We may need to discuss just exactly how this would work, as it doesn't sound like the same functionality we had with Lotus Notes. Are you available to discuss this afternoon? Say maybe 1:00? If so, please let me know and how to reach you.

Thanks,

Derek

P. Derek Ragon

SF Information/Logistics Manager

USEPA R6 Dallas, TX 75202

ofc: (214) 665-7362

mob: (214) 463-9041

From: Shyu, Maggy
Sent: Friday, August 25, 2017 9:40 AM
To: Ragon, Derek <Ragon.Derek@epa.gov>
Cc: Nelson, Thomas <Nelson.Thomas@epa.gov>
Subject: RE: Incident mailboxes

Derek:

It is me, I am he regional POC for Outlook.

I think you want to create a "shared mailbox", right? If you submit the following information, I will coordinate to create a shared mailbox for you.

========== ========= ============

1. **Full name of the shared mailbox** (how it appears in the address list) Email Address will be:
   (ex. R6_name@epa.gov):
2. **Owner of the shared mailbox** (go to person for help on mailbox and grants access to others):
3. **Division/Program Office the shared mailbox owner works for**:
   (ex. Superfund)
4. **Alternate Owner** (same as above):
5. **Members** (allowed access to the shared mailbox):
6. **Reason for shared mailbox:**
7. **Internal or External Routing** (EPA mail only or external mail routing too):
8. **Name of your Division**:

Thank you.

Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 8:42 AM
To: Nelson, Thomas <Nelson.Thomas@epa.gov>; Shyu, Maggy <Shyu.Maggy@epa.gov>
Subject: Incident mailboxes

Tom/Maggy,

Not sure who is over Outlook these days. My question is what level of capability do we have, in Outlook, to create Incident Mailboxes the way we did in years past using Notes. I've gotten conflicting information in the past, so I thought it best to ask you. Appreciate your pointing me in the right direction.

Thanks,

Derek

P. Derek Ragon

SF Information/Logistics Manager

USEPA R6 Dallas, TX 75202

ofc: (214) 665-7362

mob: (214) 463-9041